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Memorandum for: Colonel White

Subject : Summaries Leave Report

1. Attached are three summaries of overtime and leave for the period 28 March 1954 thru 25 September 1954:

- Att. (1) Agency as a whole
- Att. (2) DD/P Areas
- Att. (3) DD/I Areas

2. Memoranda for the DD/P and DD/I are attached for signature.

3. As indicated in Mr. Saunders' memo, the figures show a consistent reduction in overtime since August 1952 when seasonal factors are eliminated.

Calendar Quarter Ending	Average Hours of Overtime Per employee Per Pay Period	
	1953	1954
December <i>for</i>	4.63	2.25
March	5.19	2.70
June	4.03	2.46
September	3.16	2.71

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*Mr. Lloyd should see these*  
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